

TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

CHAPTER

1. CITY COUNCIL.
2. ADMINISTRATIVE REGULATIONS.
3. CITY COORDINATOR.

CHAPTER 1

CITY COUNCIL<sup>2</sup>

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Rules of order.
- 1-103. Deleted.

1-101. Time and place of regular meetings. The city council shall hold regular monthly meetings on the first and third Tuesday of each month at the municipal building. Regular monthly meetings shall begin at 6:00 P.M., unless otherwise designated by council from time to time. (Ord. 1048, as replaced by Ord. #1208-1, Jan. 2009, and Ord. #1216-01, Dec. 2016)

1-102. Rules of order. Unless otherwise specifically provided in the charter, this code, or rules adopted by resolution of the city council, the rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly

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<sup>1</sup>Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

<sup>2</sup>Charter references

Compensation, mayor and board of aldermen: Article II.

Elections and appointments: Article III.

Executive department: Article II.

Official oaths, penalties and bonds: Article IV.

Revised, shall govern and control conduct of all city council meetings. (Ord. 1048, as replaced by Ord. #1216-01, Dec. 2016)

1-103. Deleted. (Ord. 1048, as amended by Ord. 1050, and deleted by Ord. #1216-01, Dec. 2016, and Ord. #0217-02, Feb. 2017)

## CHAPTER 2

ADMINISTRATIVE REGULATIONS

## SECTION

1-201. City seal.

1-202. Bonds required of certain personnel.

1-201. City seal. The seal provided and used by the city shall be of circular form with a double rope border enclosing the words "City of Harriman, Tennessee, Incorporated May 19th 1891." There shall be a ribbon, under the inner circle of the border at the top, bearing the words: "Prohibition, Peace, Prosperity." It shall have the device of a distant view of the Emory River and Gap; the Cincinnati Southern Railroad Bridge and Road; the ETV & G Railroad; a steamboat on the river; a view of the Rolling Mill; the Harriman Coal and Iron Railroad with a locomotive and three loaded cars; a pile of pig iron, ore, and coal in the foreground with a shovel and mining pick. The inscription at the bottom shall be the Latin motto: "Ex inntilli Utilitas." Such seal shall be two and three-eighths inches in diameter. Such seal is hereby declared to be the common seal of the city. (1974 code, sec. 1-101)

1-202. Bonds required of certain personnel.<sup>1</sup> The city treasurer, city clerk, and such other positions as the city council may deem shall execute a good and sufficient bond payable to the city, before entering upon the discharge of their duties, in an amount as determined by the council. The city shall pay the cost of the bond.

Such bonds shall be signed by at least two (2) sureties, to be approved by the city council. They shall be conditioned for the faithful performance of the duties of the respective officers; for their paying over to their successors in office, or to the proper parties, all such sums of money belonging to the city as shall be in their hands, by virtue of such offices or otherwise; and for their accounting for and turning over to such successors or other proper persons all city property which may come into their hands.

The city council shall have the right at any time, by resolution, to require officers to give such security and bond as it shall deem expedient and for the best interest of the city. (1974 code, sec. 1-102, modified)

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<sup>1</sup>Charter reference  
Bonds: Article IV.

CHAPTER 3

CITY COORDINATOR

SECTION

1-301. Qualifications.

1-302. Duties/responsibilities.

1-303. Appointed by city council.

1-301. Qualifications. The city coordinator shall the following qualifications:

(1) A bachelor's of science degree in business or related fields, with training in public administration and a minimum of two (2) years experience in local government administration

(2) An associate's degree in business or related fields, with training in public administration and a minimum of four (4) years experience in local government administration

(3) Training in public administration with more than four (4) years experience in local government administration may be considered in lieu of the above educational requirements. (as added by Ord. #05-03-A, May 2005)

1-302. Duties/responsibilities. The city coordinator shall have the following duties and responsibilities:

(1) Informational:

(a) The coordinator shall act as the informational conduit between the various departments or officers of the city and the city council and mayor.

(b) The coordinator shall act as the informational conduit between the city and the public.

(c) The coordinator shall act as the informational conduit between the city and other public entities, whether they be federal, state or local.

(2) Operational:

(a) The coordinator shall develop a working knowledge of each department or office of the city and shall schedule meetings in coordination with department heads or city officers for this purpose and to fulfill the informational responsibilities hereinabove provided.

(b) The coordinator shall be an ex-officio member of all the various committees of the city, shall render reports as required by said committees, and shall otherwise provide guidance and assistance to the various committees and department head of the city as is necessary warranted or required.

(c) The coordinator shall have input into the constitution of the agenda for city council meetings and shall coordinate with the various

committees, officers, department heads, city council members and mayor the information to be presented to the city council at its various meetings.

(d) The coordinator shall be responsible for developing all bid specifications for the various bids let by the city.

(e) The coordinator shall be responsible for all fixed asset control of the city, including, but not limited to: inventory, disposition and tracking.

(f) The coordinator shall be responsible for prioritizing department and officer budget requests and the preparation of the annual departmental budget requests and all subsequent amendment requests thereto.

(g) The coordinator, in coordination with the city treasurer, shall be responsible for monitoring the expenses and income of the city in relation to the established budget and provide this information to the various committees, officers, department heads, city council members and mayor as is necessary, warranted or required.

(h) The coordinator shall have complete decision-making authority within the areas of his duties and responsibilities, and within such other areas as may lawfully be delegated to the coordinator by the city council and/or mayor; however, all such decision-making authority shall be subject to mayoral and/or city council review and change. (as added by Ord. #05-03-A, May 2005)

1-303. Appointed by the city council. The city coordinator shall be appointed by majority vote of the city council upon the recommendation of the mayor or a member or members of the city council. The city coordinator shall serve at the pleasure of the city council. (as added by Ord. #05-03-A, May 2005)